



MUNICIPAL BUDGET DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operation of the Budget Office.

Supervision Received and Exercised:

Receives general direction from the Deputy City Manager – Chief Financial Officer or from other supervisory or management staff.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

Position Information:

The Municipal Budget Director is responsible for planning and overseeing staff resources within the sections; administering the budget for the sections; handling complex administrative duties; and managing all aspects of work product. The Municipal Budget Director oversees the Budget Office to carry out the strategic vision of the Deputy City Manager – Chief Financial Officer.

Essential Functions:

Duties may include, but are not limited to, the following:

- Administer, plan, and direct the activities of the Budget Office.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the office's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

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- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Recommend goals and objectives; assist in the development of policies and procedures; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
- Prepare public presentations as requested; represent the Municipal Budget Office at City Council meetings, meetings with other City departments and outside agencies.
- Direct, oversee and participate in the development of the office's work plan; assign work activities, projects and programs; ensure conformance of program operations to standards and regulations; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Compile a variety of financial or statistical reports and other necessary correspondence.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation.
- Maintain effective and consistent one-on-one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of increasingly responsible experience in financial and accounting administration, including two years of supervisory / administrative responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and / or Mental Activities:

- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/ eye movement;
- Considerable reading and close vision work;
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 478

Status: Exempt / Unclassified